

April 23, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking parking space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by Real Property Services on or before **4:00 PM, May 14, 2019**.

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,  
Gary M. Anderson  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)  
PARKING SPACE IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – Medical University of South Carolina (MUSC)**

- Location: Facility should be located in close proximity (0.5 miles) to MUSC (171 Ashley Avenue) in Charleston and/or within the existing MUSC Transit System
- Expected occupancy date: October 2019
- Term: Provide proposal rate for a minimum of a 1 (one) year term
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.
- Total parking spaces needed are approximately 99 parking spaces
- Parking facility may be new or existing construction
- Parking facility must be ADA compliant
- Landlord is responsible for all costs associated with ADA compliance
- Parking facility must be gravel, paved or concrete with clearly marked spaces
- Parking facility must include lighting for safe passage
- Parking facility must have proper drainage
- Wayfinding signage to be provided by Tenant

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must specify the following:
  - Facility is new or existing parking lot or parking garage.
  - Describe the surface as well as any systems in place including lighting and access/revenue control system (manufacturer and software.)



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, 6<sup>th</sup> Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

- Indicate if Agency will not have exclusive use of parking facility.
- Indicate if the proposal is for a FULL SERVICE LEASE
  - If GROSS lease indicate what services are included.
- Proposals must be received by Real Property Services by **4:00 PM on May 14, 2019**.
- Include a site plan.
- All proposals must be in writing and be submitted by mail or email. (It is agent's responsibility to ensure receipt.)

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at: <http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can be provided upon request.**

**CONTACT INFORMATION**

All information and questions should be directed to the following person – no direct contact can be made with Medical University of South Carolina (MUSC). Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

GARY M. ANDERSON  
DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> FLOOR  
COLUMBIA, SC 29201  
PHONE: 803-737-0644 FAX: 803-737-7178  
EMAIL: [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov)

